

September 2013

**INDIVIDUAL PRACTICES OF
NAOMI REICE BUCHWALD
UNITED STATES DISTRICT JUDGE**

Unless otherwise ordered by Judge Buchwald, matters before Judge Buchwald shall be conducted in accordance with the following practices:

1. Communications With Chambers

A. Letters. Letters may be filed via ECF if they comply with the S.D.N.Y. Local Rules and the S.D.N.Y. "Electronic Case Filing Rules and Instructions." Simultaneously with the ECF filing of a letter a courtesy copy must be faxed or hand-delivered to Chambers. Failure to promptly furnish a courtesy copy to Chambers will result in a delayed response since as a general matter, materials filed via ECF are reviewed by the Court the business day after they have been filed. Letters to be filed under seal or containing sensitive or confidential information should be delivered to the Court by fax, hand or mail. Copies of correspondence between counsel shall not be sent to the Court.

B. Telephone Calls. Except as provided in Paragraph 1(D) below, telephone calls to chambers are permitted only in emergency situations requiring immediate attention. In such situations only, call chambers at (212) 805-0194.

C. Faxes. Faxes to chambers are permitted only if copies are also simultaneously faxed or delivered to all counsel. No document longer than 10 pages may be faxed without prior authorization. Do not follow with hard copy. The fax number is (212) 805-7927.

D. Docketing, Scheduling, and Calendar Matters. For docketing, scheduling and calendar matters, call Chambers at (212) 805-0194 between 9:00 A.M. and 4:30 P.M.

E. Requests for Adjournments or Extensions of Time. All requests for adjournments or extensions of time must state (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling Order (reflecting only business days) must be attached. If the request is for an adjournment of a court appearance, absent an emergency it shall be made at least 48 hours prior to the scheduled appearance.

2. Motions

A. Letter-motions. Letter-motions may be filed via ECF if they comply with the S.D.N.Y. Local Rules and the S.D.N.Y. “Electronic Case Filing Rules and Instructions.” Simultaneously with the ECF filing of a letter a courtesy copy must be faxed or hand-delivered to Chambers. Failure to promptly furnish a courtesy copy to Chambers will result in a delayed response since as a general matter, materials filed via ECF are reviewed by the Court the business day after they have been filed.

B. Pre-Motion Conferences in Civil Cases. For discovery motions, follow Local Civil Rule 37.2. For motions other than discovery motions, a pre-motion conference is required before making any motion, except motions that are required by the Federal Rules of Appellate Procedure to be made by a certain time and further except for motions to be brought on by orders to show cause, motions by incarcerated pro se litigants and motions for reargument. To arrange a pre-motion conference, the moving party shall submit a letter not to exceed three pages in length setting forth the basis for the anticipated motion. The filing of a request for a pre-motion conference to dismiss prior to answer stays the time for the filing of an answer until after the conference is held.

C. Courtesy Copies. Two courtesy copies of all motion papers, marked as such, for chambers, shall be submitted promptly after filing via ECF. Courtesy copies shall be bound or otherwise collated.

D. Memoranda of Law. Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages. Memoranda of 10 pages or more shall contain a table of contents.

E. Format of Motion Papers.

1. Motion papers shall be accompanied by a letter no longer than three pages outlining the substantive argument advanced in the motion papers. Such letters shall accompany opening memoranda of law and opposition memoranda of law. This letter requirement is separate from the pre-motion letter in 2(A).
2. The form of all pleadings, motions, and other papers should conform with Local Civil Rule 11.1 such that:
 - (a) all text must be 12-point type or larger, except for text in footnotes which may be in 10-point type;
 - (b) all documents must have at least one-inch margins on all sides; and

- (c) all text must be double-spaced, except for text in headings, footnotes, or block quotations, which may be single spaced.

F. Oral Argument on Motions. Parties may request oral argument by letter at the time their moving or opposing or reply papers are filed. All requests shall be noted in bold typeface next to the case caption. The court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

3. Pretrial Procedures

A. Joint Pretrial Orders in Civil Cases. Unless otherwise ordered by the Court in a particular case, pretrial orders should contain only the information required by Federal Rule of Civil Procedure 26(a)(3) and are to be filed within 30 days after the completion of discovery.

B. Filings Prior to Trial in Civil Cases. Unless otherwise ordered by the Court, each party shall file, 15 days before the date of commencement of trial if such a date has been fixed, or 30 days after the filing of the final pretrial order if no trial date has been fixed:

I. In jury cases, requests to charge and proposed voir dire questions. When feasible, proposed jury charges should also be submitted on a CD in Word Perfect or Microsoft Word format;

ii. In non-jury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element;

iii. In all cases, motions addressing any evidentiary or other issues which should be resolved in limine; and

iv. In any case where such party believes it would be useful, a pretrial memorandum.